DoD VPP CX

Development, Validation, Implementation and Enhancement of a Voluntary Protection Programs Center of Excellence (VPP CX) Capability for Department of Defense (DoD)

Employee Involvement

DoD Lead Agent:
Office of the Assistant Secretary of the Army (Installations and Environment)

Department of Defense Voluntary Protection Programs Center of Excellence

Operated by:
CTC Concurrent Technologies Corporation

Objectives

After this training you will be able to:

- Define Occupational Safety and Health Administration (OSHA) VPP requirements for employee involvement
- Identify meaningful employee involvement activities
- Describe how to establish and maintain successful employee safety and health (S&H) committees
- Define the role of Leadership in employee involvement.

VPP Requirements for Employee Involvement

VPP Requirements

- All employees must have at least three meaningful ways to participate in S&H problem identification and resolution
- This involvement is in addition to the individual right to notify supervisors of hazardous conditions and practices, and to have these issues addressed.

Examples of Employee Involvement

Employee Involvement Examples

- Examples of employee involvement include participating in:
  - S&H problem-solving teams
  - Routine assessments or worksite inspections
  - Accident and near miss investigations
  - Hazard analysis and abatement programs
  - Acting as safety observers
  - Various S&H committees.

S&H Problem-Solving Teams

- Establish teams of employees to participate in S&H problem:
  - Identification
  - Evaluation
  - Resolution
  - Making any necessary process changes.

Routine Audits or Worksite Inspections

- VPP requires monthly workplace inspections
- Involve employees in:
  - Helping write/enhance the program
  - Developing area or equipment-specific inspection checklists
  - Participating in inspections.
- Employees must be trained in the inspection process and hazard identification.

Accident/Incident and Near Miss Investigations

- The site must have a written process for investigating all safety-related near misses, incidents, and injury accidents, illnesses and deaths
- All investigations should include:
  - Qualified team members to conduct investigation
  - Determination of the root cause and contributing factors
    (include written report)
  - Established timetables for investigation and resolution
  - Assignment(s) of responsibility
  - Appropriate follow-up, and dissemination of results to prevent occurrence at other locations.

Accident/Incident and Near Miss Investigations

- Involve employees in the investigation process:
  - Select and train employees in each work area to serve as a qualified team member
  - Communicate the purpose of the investigation process to dispel concerns about “finding blame”
  - Ensure employees who were directly involved, as well as witnesses, contribute to the investigation process (interview, re-enactment, etc.)
  - Encourage other employees with expertise on the job to contribute to suggestion for corrective action
  - Communicate results of investigation process: share suggested corrective/preventive actions.

Hazard Analysis Program

- Involve employees in a program to identify hazards in jobs, tasks, or processes. Engage them to:
  - Assist in conducting a job hazard analysis
  - Identify needed changes/controls to make equipment or processes safer
  - Conduct periodic review of JHAs
  - Training other employees on job hazards
- Train all employees in the hazards identified and controls methods.

Job Hazard Analysis

SAMPLE JOB HAZARD ANALYSIS WORKSHEET

Job Description: Loading an empty trailer with pallets of product.

Basic Job Step	Hazards Present	Safe Job Procedure
1.Ensure that trailer is correctly spotted.	1. Worker could be caught between backing trailer and dock Worker could fall from the dock.	1. Stay clear of the doorway while the trailer is being backed onto the dock. Keep others away from the area. Remove awareness chain or bar from the front of the dock door once the trailer is properly spotted.
2. Chock wheels; place jacks under trailer nose.	2. Work could fall on stairs going to dock well. Head could be struck against trailer. Worker could slip on ice or snow	2. It the truck driver has not chocked the wheels, go down tile ramp/stairs to the dock well and chock the wheels. Use caution when walking on snow or ice. Hold onto hand rails; use ice-melt chemical if needed. When placing the chock, avoid bumping the head on the underside of the trailer. Place jacks under the nose of the trailer.

Safety and Health Observer Program

- Involve employees in a safety and health observer program
- Assign observers to conduct daily informal observations
- Gather data and identify critical safety and health behaviors
- Provide positive and negative feedback to encourage improvement
- Use data to identify and improve S&H management system weaknesses.

Other Involvement Ideas

- Employee Involvement is as diverse as the sites:
  - Conduct monthly emergency equipment inspections (e.g., fire extinguishers, first aid kits, eye washes, respirators)
  - Participate as team members in Lean events
  - Create emergency “drill” scenarios and debriefings
  - Update emergency phone numbers signs
  - Review/update emergency evacuation maps
  - Update safety communication posters or bulletin boards
  - Create safety inspection forms specific to an area or equipment
  - Host a VPP booth during a safety day or health fair.

Safety and Health Committees

S&H Committee Purpose

- The purpose of the S&H committee is to:
  - Bring workers and management together in a non-adversarial, cooperative effort
  - Promote safety and health in the workplace
  - Assist the installation with recommendations for change/improvement in the S&H Management System.

S&H Committees Members

- S&H committees should represent the organization:
  - Commander
  - Directors
  - Managers
  - Supervisors
  - Employees
  - Union representatives
  - Safety, health, and industrial hygiene professionals.

Desirable Personalities for S&H Committee

- Content-oriented:
  - Likes to make decisions
  - Get to closure - “OK, next item
  - Organized
  - Punctual – dependable.
- Process-oriented:
  - Information gatherers
  - Flexible - spontaneous
  - Want to understand - not contr
  - Interested in exploring options

S&H Committee Activities

- Providing meaningful projects to work on is the key to an effective safety committee
- Example safety committee roles or functions:
  - VPP Steering committee
  - Review & track results of routine worksite inspections and employee reports of hazards
  - Ergonomic program
  - S&H communication and training
  - PPE evaluation & selection.

Tips for S&H Committee Effectiveness

- Set clear expectations and goals
- Develop an agenda and stick to it
- Measure the committee's progress
- Motivate committee members
- Encourage communication and dialogue among members
- Give members time for their duties.

Tips for S&H Committee Effectiveness

- Assign action items and follow-up
- Prohibit non-safety and health related issues during meetings
- Keep minutes and make available to all employees
- Recognize the committee's accomplishments.

S&H Training

- Train S&H committee members on:
  - Purpose of the committee
  - Duties and functions
  - Activities they will be tasked to do
  - How to conduct an effective meeting.

Leadership Role

Leadership Role

- Leadership must enable and encourage effective employee involvement:
  - In planning and operating of the S&H program
  - In decisions that affect employees' S&H.

Summary

In this section you learned about:

- OSHA VPP requirements for employee involvement
- Meaningful employee involvement activities
- Establishing and maintaining successful employee S&H committees
- The role of Leadership in employee involvement.

Questions?